



OFFICE OF PUBLIC INSTRUCTION

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Linda McCulloch
Superintendent

December 15, 2006

School Wellness Policy Implementation Mini-Grant Program

Dear School Personnel,

As school districts around the state work toward adoption of their local wellness policies, a mini-grant program is being offered to support implementation efforts of the key components of the federal school wellness policy. The four required components are listed in Attachment B.

This *School Wellness Policy Implementation Mini-Grant Program* is being offered as a service of the Office of Public Instruction, School Nutrition Programs with support from a 2006 USDA School Wellness grant. There is a total of \$8,000 for mini-grants available to support schools in improving the health of students by creating a healthier environment. A minimum of 16 mini-grants of up to **\$500 each** will be awarded to schools to carry out the school wellness policy process (implementation, maintenance, evaluation). Mini-grant funds may also be used in a mentoring capacity (such as visiting a school to learn about a specific policy or procedure) or for professional development opportunities related to school wellness.

The application must be received by January 26, 2007. Grants will be awarded as early as February 6, 2007, and the funds must be spent by September 30, 2007. A brief final report is due by October 15, 2007.

Awards will be provided based on the following criteria: (100 point scale)

- Does the plan address at least one of the four required components of the School Wellness Policy? (Attachment B - Summary of Components). (50 points)
- Does the plan promote a collaborative approach between school, parents and/or community? (10 points)
- Are projected outcomes of the plan sustainable? (10 points)
- Include a copy of the School Wellness Policy (including the date of adoption by school board) and administrative plan or procedures, if available. (5 points)
- Is the budget appropriate for the project? (Attachment C - Budget form). (20 points)
- Is the application packet being submitted by the deadline? **Deadline is January 26, 2007** (5 points)
- BONUS POINTS (5 points): Your school is enrolled as a Team Nutrition School. Check the following Web site to see if your school is one: www.teamnutrition.usda.gov. If not, fill out and fax (703-305-2549) the Enrollment Form (Attachment A) to the USDA. To receive the bonus points, submit a copy of the completed enrollment form with the application.

If you have questions or would like an electronic copy of this application, contact Katie Bark at (406) 994-5641 or kbark@mt.gov. or Mary Stein at (406) 994-5640 or mstein@montana.edu.

The mini-grant application forms are also available at the Office of Public Instruction, School Nutrition Programs Web site at <http://www.opi.mt.gov/schoolfood/index.html>.

"It is the mission of the Office of Public Instruction to improve teaching and learning through communication, collaboration, advocacy, and accountability to those we serve."

School Wellness Policy Implementation Mini-Grant Program

MINI-GRANT APPLICATION

Applications must be received by January 26, 2007

Funds must be spent by September 30, 2007

The grant funds can be used for professional development, printing/ mailing costs, nutrition education resources or supplies and healthy food promotional materials, etc. Food can be purchased with these funds only for nutrition education purposes. Funds cannot support the purchase of equipment or meals for training workshops. *Please type or print neatly. Attach additional pages if needed.*

Name of School District _____

Address/City/State/Zip _____

Contact Person for Grant _____ **Telephone** _____

Summer Telephone _____ **Summer E-mail** _____

School Telephone _____ **School Fax** _____ **E-mail** _____

Enrollment served by your school district _____

1. Is your school already a Team Nutrition School (TNS)? Yes ____ No ____ **If No please list the date _____, the TNS application was submitted to the USDA. Include a copy of the completed enrollment application form with grant application. (BONUS POINTS- 5 points)**

2. Title of Project _____

3. Target audience _____

4. Estimated number of people the project will impact:

5. List any partners collaborating on the project: (List name of partner(s); Involvement of multiple stakeholders such as students, teachers, administrators, food service, nurse, parents and community members is encouraged.) (10 points)

6. Project Plan (Questions 6, 7, 8): (Please describe the project in detail and be sure to identify which of the four components of a school wellness policy will be addressed – see Attachment B.) If the mini-grant funds will be used in a mentoring capacity or to support professional development opportunities for staff, please explain your plan of action.) (50 points)

7. Desired Outcome(s): (List the goals of this project and explain how these projected outcomes will be sustainable beyond the funding period.) (10 points)

8. Evaluation Plan: (Describe how outcome(s) will be measured.)

9. Include a copy of the School Wellness Policy (including the date of adoption by school board) and administrative plan or procedures, if available, in the application packet. (5 points)

10. Please indicate the amount of the mini-grant funds requested (check box) and complete Attachment C (Budget Detail form): (20 points)

- ☐ \$100
- ☐ \$250
- ☐ \$500
- ☐ Other_____ (maximum \$500)

I verify that the funds from this mini-grant will be used specifically to fund the *School Wellness Policy Implementation Mini-Grant Program* as detailed above. I understand that mini-grant funds need to be spent by September 30, 2007, and that a short follow-up report will be due by October 15, 2007.

_____ Project Contact Signature	_____ Date
_____ Superintendent's Signature	_____ Date

Your school's tax ID _____
(The grant award warrant will be made payable to the school.)

Funds from a 2006 USDA School Wellness Grant to the Montana Office of Public Instruction are supporting this mini-grant program.

Applications must be received by January 26, 2007

Applications will be accepted by mail or by e-mail.

Mail applications to the Montana Team Nutrition Program at:
Katie Bark
Montana Team Nutrition Program
Montana State University
PO Box 173360, 202 Romney Hall
Bozeman, MT 59717-3360

E-mail applications to adschumacher@montana.edu . If sending an electronic version please call to verify that it was received by calling (406) 994-5397.

For questions, contact Katie Bark or Mary Stein at:
E-mail: kbark@mt.gov mstein@montana.edu
Telephone: (406) 994-5641 (406) 994-5640
Fax: (406) 994-7300 (406) 994-7300

ATTACHMENT A

Team Nutrition School Enrollment Form

Becoming a Team Nutrition School will help you focus attention on the important role nutritious school meals, nutrition education and a health-promoting school environment play in helping students learn to enjoy healthy eating and physical activity. It will provide the framework for team efforts by school nutrition staff, teachers, parents, the media and other community members.

Team Nutrition has three behavior-focused strategies:

- Provide training and technical assistance to Child Nutrition foodservice professionals to enable them to prepare and serve nutritious, appealing meals to students.
- Promote nutrition curriculum and education in schools through multiple communication channels to reinforce positive nutrition messages and encourage students to make healthy food and physical activity choices as part of a healthy lifestyle.
- Build school and community support for creating healthy school environments that are conducive to healthy eating and physical activity.

All program materials encourage students to make food and physical activity choices for a healthy lifestyle. They focus on five behavior outcomes:

- Eat a variety of foods
- Eat more fruits, vegetables and grains
- Eat low-fat foods more often
- Get your calcium-rich foods
- Be physically active

Team Nutrition Schools have these common values:

- We believe that children should be empowered to make food and physical activity choices that reflect the Dietary Guidelines for Americans.
- We believe that good nutrition and physical activity are essential to children's health and educational success.
- We believe that school meals that meet the Dietary Guidelines for Americans should taste good and appeal to children.
- We believe our programs must build upon the best science, education, communication and technical resources available.
- We believe that school, parent and community teamwork is essential to encouraging children to make food and physical activity choices for a healthy lifestyle.
- We believe that messages to children should be age appropriate and delivered in language they speak, through media they use, in ways that are entertaining and actively involve them in learning.
- We believe in focusing on positive messages regarding food and physical activity choices children can make.
- We believe it is critical to stimulate and support education and action at the national, state and local levels to help children develop healthy eating and physical activity behaviors.

As a new Team Nutrition School, you will receive a resource kit (while supplies last) to help you plan and carry out activities for your students and their families. Additional Team Nutrition materials can be purchased from the National Food Service Management Institute (1-800-321-3054). You also have the opportunity to use the Team Nutrition Web page where you can share success stories and learn what other Team Nutrition Schools are doing.

Go to USDA's Team Nutrition Program Web page at www.teamnutrition.usda.gov. Look under "Join the Team," print and complete the [School Enrollment Form](#). Fax your completed application to (703) 305-2549, or mail to: Team Nutrition, 3101 Park Center Drive, Room 632, Alexandria, VA 22302.

At the same time, provide a copy of the completed enrollment form to your food service director and to the Montana Team Nutrition Program. The fax number of Montana Team Nutrition is (406) 994-7300. If you have questions, call Montana Team Nutrition at (406) 994-5641.

ATTACHMENT B

Four Components of a School Wellness Policy

There are four components of the federally mandated School Wellness Policy. Each one is important and has an impact on nutrition and physical activity. The four components are listed below along with examples of how each component can be addressed in the school setting. A school district may choose to do something different to satisfy one of the components

Place a check on the item(s) that the grant project will address (minimum number: 1)

- 1. Goals for nutrition education, physical activity and other school-based activities that are designed to promote student wellness in a manner that the local educational agency deems appropriate.**
 - District has established a nutrition education sequential curriculum to be taught in core subject areas, health enhancement, and family and consumer science.
 - Nutrition education is offered in the school dining areas as a coordinated effort between educational staff and food service staff.
 - Physical activity goals include enhancing opportunities for students to be physically active throughout the school day.
 - School-based activities may address the amount of time children have to eat, recess before lunch policy, and dining area décor.
 - Meal periods are scheduled at appropriate times and conflicting activities are not scheduled during these times.

- 2. Nutrition guidelines for all foods available on the school campus during the school day, with the objectives of promoting student health and reducing childhood obesity, and assuring that school meal guidelines are consistent with federal requirements.**
 - School offers healthy lunch, breakfast, and afterschool snack programs and students are encouraged to participate.
 - Menus meet the federal nutrition requirements and encourage the consumption of whole grains, fresh fruits and vegetables, low-fat dairy and lean protein sources.
 - Food Service Program strives to meet the HealthierUS School Challenge Lunch and la carte program criteria. (http://teamnutrition.usda.gov/HealthierUS/criteria_instructions.pdf)
 - If foods are sold in competition with school meals, they include healthy food choices offered at affordable prices.
 - If vending machines, school stores, snack bars and other outlets that sell foods are in schools, healthy options are available in these venues. If not, appropriate restrictions on student access to these venues are established. Recommendations: no access for elementary; no access until the end of the day for middle school; and no access until the end of the last lunch period for high school.
 - Fundraising efforts don't promote good health and aren't based on selling non-nutritious or high calorie foods or beverages.
 - A student reward system is based on non food items.
 - Classroom parties include healthful foods from one or more of the five food groups.
 - Healthy eating and physical activity are actively promoted.
 - Schools promote healthy food choices and don't allow advertising of less nutritious options in the school.

- 3. Involvement of parents, students, representatives of the school food authority, the school board, school administrators, and the public in the development and implementation of the school wellness policy.**
- The school develops and maintains a School Health or Wellness Advisory Council that has a diverse representation. The council's work is being shared with all levels of school personnel and parents. North Carolina Department of Education resource: http://www.fns.usda.gov/tn/Healthy/NC_effective_school_health_council_manual.pdf
 - The food service actively involves students and parents in development of menu choices.
 - Students' input is gathered and valued in planning for a healthy school nutrition environment.
 - The school works with a variety of media (i.e. website) to inform the community about the implementation of the school wellness policy.
- 4. A plan for measuring implementation of the wellness policy, including the designation of one or more persons charged with operational responsibility for ensuring that the school meets the local wellness policy.**
- The school is using CDC's School Health Index for an assessment tool and to develop an action plan for policy implementation. (http://www.cdc.gov/HealthyYouth/SchoolHealth/tools_summary.htm)
 - School meal menus are found to meet the USDA's federal guidelines as documented by the most recent audit by the Office of Public Instruction. If corrective action was recommended, steps are being taken to improve the nutritional integrity of school meals.
 - The school uses the CDC's Physical Education Curriculum Analysis Tool (PECAT) to analyze written physical education curricula based on alignment with national standards, guidelines and best practices. (http://www.cdc.gov/HealthyYouth/SchoolHealth/tools_summary.htm)



ATTACHMENT C

Budget Detail

The grant funds can be used for professional development/training costs, printing/mailing costs, nutrition education resources or supplies and healthy food promotional materials, etc. Funds can only support food costs for nutrition education purposes. Funds cannot be used to purchase equipment or meals for participants at training workshops.

Project Title _____ **School District** _____

Categories	<i>Amount (\$)</i>	<i>How Will Funds Be Used?</i>
Food for Nutrition Education Activities		
Nutrition Education/Physical Activity/Health Education Resources or Supplies		
Professional Development for Staff or Contracted Trainer		
Supplies		
Marketing/Promotion		
Travel		
Other: (specify)		
Total	\$	

Project Contact Signature

Date

Superintendent's Signature

Date